

business and industrial coordinating council



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THOMAS A. BOYKIN, JR., EXECUTIVE DIRECTOR

TO: BIOC Executive Committee
FROM: Thomas Boykin, Executive Director
SUBJECT: WHAT DIRECTION IS BICC GOING?
DATE: September 10, 1973

We know which direction BICC is moving physically, but there seems to be some indecision as to where we go now programatically. In light of these indecisions, I have made the following recommendations and suggestions in the areas of (1) training, (2) education and (3) employment.

I. Training

I strongly recommend the continued training as there still is a great need for both entry level and secondary level clerical workers in the greater Newark area. However, I would like to stress a suggestion that one of the BICC member companies underwrite a steno class. A secretary with good steno skills will average anywhere between \$20 and \$50 more per week in a starting salary.

(b) Accounts/Billing Clerk

This would be a rather new area for us to venture with the growing need of clericals who are good with figures. We must keep in mind the vast number of banks, insurance companies, shipping or freighting companies in the area who are in constant demand of a person with this type skill. It should also be emphasized that a person with some knowledge of I.C.C. or international rate codes is in constant demand especially with companies like Sea Train, Sea Land and Wilson Freight.

(c) English as a Second Language

This happens to be one of the most important programs in the greater Newark area. Firstly, there are many Hispanic or Spanish surnamed individuals who have definite skills but contribute to our 157,000 unemployment rate because of a lack of knowledge of the English language either written or verbal. Secondly, there are many of these same persons who because of only little knowledge of English will not and cannot be upgraded. Thirdly, there is becoming more apparent the need for bi-lingual persons to become trainers in the areas just mentioned. We, the staff of BICC, feel the approach taken by Mr. Pedro Iglesias is a successful one and will be monitored to determine its long range success. We also believe and recommend that this program be expanded and escalated as soon as possible.

(d) I am also recommending that I investigate the possibility of BICC becoming a state certified training agency. The reason being that if BICC becomes state

certified it can train persons under the WIN program and be paid their expenses for doing such. This money would then be used to finance other training programs and staff for these specific programs. At the same time, BICC would still be a non-profit agency. While I am not trying to reduce the involvement by BICC companies, I do recognize the fact that the financial support from these same companies have diminished and I see no way for them making a tremendous enough upsurge to allow us to do the training I am proposing on an expanded level.

II. Education

I strongly recommend continued effort in the general direction we have taken with the Central High School Commission. As a result of the first meeting with the Commission which included business members of the BICC Education Committee, I suggest we do the following: First, develop a career conference which will involve parents and students as well as teachers and administrators. The conference should take the overview of an orientation program to the various careers one may find upon graduation from high school. I must caution, however, that we not take the standard approach and just encourage college or post secondary schooling in a community college or etc., but place before the people careers which are going astray because of lack of exposure or knowledge of them by our indigents. For example, the Service Industry. It should be noted that the janitorial services at Prudential, Newark Airport or what have you is a multi-million dollar business. It should be noted that within the greater Newark area you have several of the world's largest pharmaceutical companies and their need for lab technician, technical writers etc. We should make them aware of the need for tractor trailer drivers, heavy equipment operators, electricians, plumbers etc. Secondly, I would strongly urge the BICC Education Committee diagram and help develop in the Central High School interest groups around definite careers in Newark and after establishing such groups adopt them and develop them to their highest potential.

III. Employment

I am suggesting that the BICC reactivate its testing committee and its equal opportunity task forces. The reason behind these suggestions are to assist the BICC in determining what companies are having difficulty recruiting minorities and recommend to them methods of alleviating these difficulties. Secondly and most importantly, however, is to work in the area of job descriptions, job functions and job qualifications. It seems to the staff at the BICC and several other agencies we have worked with that the job qualification for certain job functions are totally disproportionate. It is hoped that through a coordinated effort of BICC and its member companies that these disproportionate findings could be corrected with minimal problem and misunderstanding. Thirdly, I would like the BICC member companies make commitments to hire graduates of BICC co-sponsored training programs.

I would like to point out at this time with our limited staff we have been working very closely with the Urban League on both job and people referral basis.